

Maryland Energy Administration
County-Allocated Competitive EmPOWER Clean Energy Communities
FY2016 Low-to-Moderate Income Grant Program

Application Instructions

Overview

In Fiscal Year 2016, the Maryland Energy Administration (MEA) has approximately \$3.5 million, subject to funding availability, in EmPOWER Clean Energy Communities grant funds available through the Strategic Energy Investment Fund (SEIF) for entities that serve Maryland’s low-to-moderate income households.

The EmPOWER Clean Energy Communities grants will be competitively awarded for energy efficiency projects that generate significant energy savings, with the financial benefits of the energy savings being passed on to Maryland’s low-to-moderate income residents. Projects that maximize energy savings and the number of low-to-moderate income residents served will receive grant funding priority.

In order to ensure an equitable distribution of grant funds, EmPOWER Clean Energy Communities grant funds are allocated to each Maryland county (or county equivalent) based on the number of low-to-moderate income households residing in the respective county (or county equivalent), with each county allocated a minimum of \$100,000 in grant funding. Grants will be awarded competitively within the applicant pool for each county.

The chart below shows each county’s allocation of EmPOWER Clean Energy Communities low-to-moderate income grant funds.

<i>County</i>	<i>Allocation</i>	<i>County</i>	<i>Allocation</i>
Allegany	\$100,000	Harford	\$100,000
Anne Arundel	\$161,500	Howard	\$100,000
Baltimore City	\$342,500	Kent	\$100,000
Baltimore County	\$340,000	Montgomery	\$345,000
Calvert	\$100,000	Prince George’s	\$379,000
Caroline	\$100,000	Queen Anne’s	\$100,000
Carroll	\$100,000	St. Mary’s	\$100,000
Cecil	\$100,000	Somerset	\$100,000
Charles	\$100,000	Talbot	\$100,000
Dorchester	\$100,000	Washington	\$100,000
Frederick	\$100,000	Wicomico	\$100,000
Garrett	\$100,000	Worcester	\$100,000

*subject to funding availability

If MEA does not receive sufficient grant applications in a particular county, MEA may elect to reallocate grant funding to maximize the achievement of the EmPOWER Clean Energy Communities program goals.

If additional sources of grant funding become available during the fiscal year, MEA may elect to allocate additional funding in a manner that will best achieve the goals of the EmPOWER Clean Energy Communities program.

General Information

As the County-Allocated platform of the 2016 EmPOWER Clean Energy Communities Low-to-Moderate Income Grant Program is county-based, applications will be evaluated on a county-by-county basis. If an applicant wishes to apply for grants in multiple counties, a SEPARATE grant application must be submitted for each county.

With the exception of the county allocations, MEA has not restricted the number of grants for which an applicant may apply.

Funding from Other Sources

Grants may be made in conjunction with, or in addition to, financial assistance provided through other State, federal, or private programs. In all cases, MEA grant funds must supplement, and not supplant, other funding sources. While matching funds are not required, Grantees are encouraged to make a contribution in order to maximize the amount of energy savings achieved through the project. Matching funds may include:

- 1) Cash
- 2) In-kind services
- 3) Equipment, labor, or materials
- 4) EmPOWER Maryland energy efficiency utility incentives

EmPOWER Maryland incentives

As a result of the 2008 EmPOWER Maryland legislation, some of Maryland's utilities offer incentives for a selection of energy efficiency measures. Each participating utility offers slightly different energy efficiency programs, as outlined on their websites:

[Potomac Edison](#)
[BGE](#)
[Delmarva Power](#)
[Pepco](#)
[SMECO](#)
[Washington Gas](#)

MEA encourages grant applicants with a proposed project located in one of these service territories to pursue the EmPOWER Maryland energy efficiency programs. These incentives should enable Grantees to expand the size of their respective energy projects, install more energy efficiency measures and/or serve more low-to-moderate income households.

Grantees with utility incentive program funding should note that:

- MEA will only reimburse the Grantee for the allowable cost of approved energy efficiency measures less the amount of the utility efficiency rebate.
- Each Grantee must share incentive information with MEA as part of the grant reporting process. This will enable MEA to ensure that energy savings estimates are not being double-counted.

All grant funding leveraged from sources other than MEA, including incentives obtained through participating utility rebate programs, should be summarized in *Section 27: Total Funding Match/Leveraged Funds* of the grant application.

Grant Project Period

MEA anticipates that grant agreements will be available for signature by February 2016. For planning purposes, **All construction activities should be completed by October 30, 2016**, with all invoices and project reports submitted to MEA no later than November 30, 2016.

Please note, however, that project work cannot begin prior to the execution of the grant agreement between the Grantee and MEA.

Eligible Applicants

The following organization types are eligible to receive funding through the FY2016 EmPOWER Clean Energy Communities Low-To-Moderate Income Grant Program:

- Local governments (counties and/or municipalities)
- Incorporated non-profit organizations

Non-profit organizations must include a description of the organization's mission, purpose, and organizational structure in section 2 of the grant application. Additionally, proof of incorporation should be included as an attachment to the grant application. If an applicant is a non-profit organization and will be using a for-profit entity that has a relationship to the applicant, including but not limited to a past or present business affiliate relationship, the applicant is required to disclose this relationship in the application. Nondisclosure of this information may be grounds for revocation of the grant.

Grant Income Requirements

Grant funds must be used to fund energy efficiency projects that benefit Maryland's low-to-moderate income population. For the purposes of this application, low and moderate income households are defined as households with total household incomes that are less than 60% and 85%, respectively, of the median income for each Maryland County. Income limits can be found on the [Maryland Department of Housing and Community Development \(DHCD\) website](#); 60% income limits can be found on pages 10 and 11, and 85% income limits can be found on pages 18 and 19.

Examples:

	<u>60% AMI</u>	<u>85% AMI</u>
4 person household in Allegany County	\$45,480	\$ 64,450
2 person household in Anne Arundel County*	\$42,480	\$ \$60,200

* Anne Arundel County is located in the Baltimore PMSA.

Grant applications must clearly specify how low- or moderate-income Marylanders will benefit from the grant either as participants in the program or as beneficiaries. For instance, a non-profit organization could apply for a grant to make energy efficiency improvements in a senior living facility where residents are responsible for paying utility bills.

As part of Program requirements, Grantees will be responsible for verifying that program participants and/or beneficiaries comply with the established income limits. *Section 40: Eligibility Verification* of the grant application requires applicants to describe the process that the applicant will use to verify that all participants and/or beneficiaries comply with the low-to-moderate income requirements.

Allowable Program Measures

The majority of grant funds must be used directly on energy efficiency measures, including the purchase and installation of machinery and/or equipment. A limited amount of grant funding may be used for the costs of technical assessments, licenses, engineering, and/or training, only after written approval by MEA.

Program Restrictions & Limitations

- The State of Maryland has adopted the 2015 International Energy Efficiency Code (IECC). All projects funded through the EmPOWER Clean Energy Communities grant program must comply with the 2015 IECC code.
- For home energy retrofit projects, but for the exception noted below, no more than \$5,000 per home energy retrofit is reimbursable under the Program. For home energy retrofits necessitating an HVAC upgrade, no more than \$8,000 per home energy retrofit is reimbursable under the Program. Note that HVAC upgrades are not allowable in homes that have not been weatherized.
 - MEA will not consider HVAC equipment replacements for unweatherized buildings. For MEA to consider installation of HVAC equipment as part of this Program, applicants must provide proof of weatherization or propose weatherization as part of the retrofit project.
- For appliance replacements, only ENERGY STAR™ qualified appliances qualify under the Program. MEA will not provide reimbursement for the replacement of any appliance for which the ENERGY STAR qualification is unavailable.
 - Refrigerator replacements -The maximum reimbursable cost per ENERGY STAR refrigerator is \$800 under the Program.
 - Water heater replacements - ENERGY STAR qualified heat pump water heaters and natural gas water heater replacements are eligible under the Program. ENERGY STAR no longer qualifies electric tank water heaters and electric instantaneous water heaters. For this reason, electric tank water heater or electric instantaneous water heater replacements are not eligible under the Program.
- For new construction projects, only the incremental purchase cost of upgrading to a higher level of energy efficiency is reimbursable under the Program. For example, MEA will cover the cost of upgrading from a baseline efficiency heat pump (SEER 13) to a higher efficiency heat pump (SEER 14.5+). MEA will not cover the cost of installing energy efficiency measures in new construction projects unless the Grantee can explain why the cost of installing the energy efficiency measure is more expensive than the costs of installing a baseline efficiency measure. Applications for a new construction project should include cost estimates for both the energy efficient technology and the baseline efficiency technology.
- For residentially metered buildings, Grantees should develop projects whose energy conservation measures (ECMs), in aggregate, have a simple payback that is less than 10 years. For commercially metered buildings, Grantees should develop projects with energy conservation measures (ECMs) that, in aggregate, have a simple payback less than 15 years. When a single measure is proposed, it should have a simple payback that is less than the anticipated equipment life.
- The Maryland Strategic Energy Investment Fund Act specifies that low income residents cannot be charged for participation in any program that receives SEIF funding, including any projects receiving grant funds through the EmPOWER Clean Energy Communities.

- Renewable energy technologies are not eligible for the EmPOWER Clean Energy Communities grant program. See the MEA website for information on programs that provide [commercial](#) and [residential](#) renewable energy incentives.
- In general, MEA does not approve projects that involve fuel switching.
- MEA encourages all applicants to focus on residential households that are ineligible for assistance through the Weatherization Assistance Program (WAP) or the EmPOWER Maryland Low Income Energy Efficiency Program (LIEEP) run by the Department of Housing and Community Development (DHCD).

Administrative Costs

Administrative costs are capped at a maximum of 10% of the grant award. MEA defines administrative costs to be non-energy related costs required to execute a proposed energy project (e.g. financial staff). If an applicant plans to request administrative costs, the amount of the administrative funds to be requested must be clearly identified in *Section 33: Cost Breakdown* of the EmPOWER Clean Energy Communities grant application. In *Section 34: Administrative Costs* of the application, grant applicants should explain how administrative costs will be used in association with their proposed grant project.

Health and Safety Repairs

For projects involving whole home energy retrofits (such as Home Performance with ENERGY STAR projects), non-energy related health and safety repairs that enable energy efficiency upgrades are capped at \$1,000 per home. For the purposes of this Program, MEA defines a home as a residential unit that operates with independent systems, including its own HVAC system and kitchen and bath facilities. The cost of the health and safety repairs must be included in the \$5,000 per home maximum budget (or \$8,000 per home maximum budget for any home receiving an HVAC upgrade). For commercial buildings in which kitchen and bath facilities are shared among multiple residents, non-energy related health and safety repairs are also capped at \$1,000 per building.

Grant Evaluation Criteria

For each county, MEA will evaluate applications using four primary criteria:

- **Annual energy savings per dollar of MEA investment.** MEA is looking for projects that maximize potential electricity savings. (While other kinds of energy savings can increase an application's competitiveness, they are not as critical to the application's standing as estimated electricity savings.) If an applicant can access matching funds, the ratio of energy savings to dollar of MEA investment will improve.
- **Impact on Maryland's low-to-moderate income residents.** MEA is looking for projects that maximize the number of low-to-moderate income residents that can be served with EmPOWER Clean Energy Communities grant funding. MEA will evaluate this metric based on the number of low-to-moderate income individuals/households that will benefit from grant funds over a 15 year period, the standard life of many energy measures.

Formula: (# of households) * [(# of individuals/household)/(duration in home)] * 15 years

For example:

- An upgrade to a homeless shelter that is able to house 5 individuals with most people staying approximately one year will serve an estimated 75 individuals over the life of the project.

$$1 \text{ household} * [(5 \text{ individuals/household}) / (1 \text{ year})] * 15 \text{ years} =$$

75 individuals who benefit over the 15 year period

- An upgrade to a residential, privately owned home that contains a family of four will benefit four individuals (or 1 household) over the life of the project. It is assumed that the family will not relocate during this timeframe.

$$1 \text{ household} * [(4 \text{ individuals/household}) / (15 \text{ years})] * (15 \text{ years}) =$$

4 individuals who benefit over the 15 year period

- **Applicant's willingness and ability to deliver energy upgrades to households that are not eligible for assistance through other channels.** In particular, MEA is looking for applications that propose methods to target households unable to access the Department of Housing and Community Development's Weatherization Assistance Program (WAP) and EmPOWER Maryland Low Income Energy Efficiency Program (LIEPP) programs.
- **Applicant's proposed method of delivery of energy products and services and whether the proposed method will most likely provide the best value to the State.** The Program is based on the successful continuation of cost effective energy conservation measures. Thus, MEA will be reviewing applications to assure that methods of delivery will be cost effective and provide the best value to the State.

In addition to the primary criteria shown above, MEA will also consider the following secondary criteria:

- Project feasibility: Can the proposed project be completed in the available construction window?
 - a. Can project construction be completed by October 30, 2016 with all invoices submitted to MEA by no later than November 30, 2016?
- Accuracy of energy savings and cost information for the project:
 - a. How accurate are the applicant's estimates?
 - b. Are assumptions behind the numbers clearly stated in a manner allowing the review team to evaluate the project?
- Applicant's past performance (if applicable) complying with program requirements and participating in other State programs, if applicable.
- Location, as related to the State of Maryland Priority Funding Areas¹. The State of Maryland gives priority to projects occurring in Priority Funding Areas. According to the Maryland Department of Planning (MDP), [Priority Funding Areas](#) are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:
 - a. Every municipality, as they existed in 1997
 - b. Areas inside the Washington Beltway and the Baltimore Beltway
 - c. Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

¹ A map of Priority Funding Areas, including a search by address feature, can be found on the [MDP website](#).

Energy Savings Estimates

To be competitive, the application must include detailed energy savings estimates. To simplify energy savings calculations, MEA has developed some simple energy assumptions for residential energy projects using formulas outlined in the Mid-Atlantic Technical Reference Manual (TRM).² The residential energy assumptions are outlined on the following pages.

For commercial energy projects and for residential energy measures not quantified in this document, grant applicants can site alternative sources of energy estimates including, but not limited to, energy audits completed by a qualified auditor, online calculators maintained by the U.S. Department of Energy (DOE), ENERGY STAR calculators, etc.

For all alternative energy savings estimates, please be sure to cite the source of your estimate and provide all necessary back-up documentation (e.g., website URLs, formulas, etc.).

Residential Energy Assumptions (based on the Mid-Atlantic Technical Reference Manual, versions 2 & 4)

Lighting & Appliance Measures

Replacement of an incandescent bulb with a CFL:	$\Delta\text{kWh/year} = 30$
Replacement of an incandescent bulb with a Screw Based LED:	$\Delta\text{kWh/year} = 93.5$
Replacement of an existing refrigerator with an ENERGY STAR refrigerator	$\Delta\text{kWh/year} = 117$
Replacement of an existing clothes washer with an ENERGY STAR clothes washer:	
a) Using hot water produced by electricity:	$\Delta\text{kWh/year} = 153$
b) Using hot water produced by natural gas:	$\Delta\text{MMBTU/year} = 0.42$
c) Using hot water produced by oil:	$\Delta\text{MMBTU/year} = 0.05$
d) Using hot water produced by propane:	$\Delta\text{MMBTU/year} = 0.01$

HVAC Measures

Replacement of an existing air conditioning unit with an ENERGY STAR AC unit:	$\Delta\text{kWh/year} = 101$
Replacement of an air source heat pump with an ENERGY STAR heat pump:	$\Delta\text{kWh/year} = 297$
Replacement of existing air conditioning with a Ductless Mini-Split Heat Pump:	$\Delta\text{kWh/year} = 1,450$
Replacement of an existing natural gas boiler with an ENERGY STAR gas boiler:	$\Delta\text{MMBTU/year} = 4.56$
Replacement of a gas furnace with an ENERGY STAR condensing gas furnace:	$\Delta\text{MMBTU/year} = 8.6$

² MEA's approximations of energy savings below are based on the Mid-Atlantic TRM [version 2](#), [version 4](#) and [version 5](#), which were developed by the [Northeast Energy Efficiency Partnership \(NEEP\)](#) to standardize energy savings assumptions across the Mid-Atlantic region. MEA uses TRM formulas to develop a preliminary estimate of potential energy savings, which allows MEA to make an "apples to apples" comparison of proposed energy measures. If you have alternative energy savings calculations, please include these estimates as well, clearly describing their source.

Replacement of an existing room AC unit with an ENERGY STAR room AC unit:	$\Delta kWh/year = 121$
Installation of a programmable thermostat (fossil fuel heating savings only) ³ :	$\Delta MMBTU/year = 3.41$
Duct sealing- cooling (central AC or heat pump):	$\Delta kWh/year = 212$
Duct sealing- heating (electric heat pump):	$\Delta kWh/year = 467$
Duct sealing – heating (electric resistance heat):	$\Delta kWh/year = 934$
Duct sealing- fossil fuel heating:	$\Delta MMBTU/year = 8.2$

Air Sealing Measures:

Air sealing – air conditioning savings:	$\Delta kWh/year = 309$
Air sealing- heat pump (heat only) savings:	$\Delta kWh/year = 943$
Air sealing- electric resistance heat savings:	$\Delta kWh/year = 1888$
Air sealing- fossil fuel heat savings:	$\Delta MMBTU/year = 9.76$

Attic/Roof/Ceiling Insulation Measures:

Attic/roof/ceiling insulation – air conditioning load savings:	$\Delta kWh/year = 28$
Attic/roof/ceiling insulation – electric heat pump load savings:	$\Delta kWh/year = 470$
Attic/roof/ceiling insulation – electric resistance heat load savings:	$\Delta kWh/year = 940$
Attic/roof/ceiling insulation – fossil fuel heat load savings:	$\Delta MMBTU/year = 4.86$

Water Related Measures:

Low flow showerhead:	
a) In a home with an electric domestic water heater:	$\Delta kWh/year = 168$
b) In a home with a fossil fuel domestic water heater:	$\Delta MMBTU/year = 0.75$
Faucet aerators:	
a) In a home with an electric domestic water heater:	$\Delta kWh/year = 29$
b) In a home with a fossil fuel domestic water heater:	$\Delta MMBTU/yr = 0.128$
Domestic hot water tank wrap ⁴ :	$\Delta kWh/year = 79$
Domestic hot water pipe insulation:	

³ The TRM does not estimate energy savings associated with the use of programmable thermostats with electrical heating and/or cooling.

⁴ In a home containing an electric hot water heater that is not already well insulated.

a) In a home with an electric domestic water heater:	$\Delta\text{kWh/year} = 95$
b) In a home with a fossil fuel domestic water heater:	$\Delta\text{MMBTU/yr} = 0.425$
Installation of an ENERGY STAR high efficiency gas storage water heater:	$\Delta\text{MMBTU/year} = 3.0$
Installation of an ENERGY STAR gas condensing water heater:	$\Delta\text{MMBTU/year} = 5.9$
Installation of an ENERGY STAR whole home tankless water heater:	$\Delta\text{MMBTU/year} = 6.3$

Sample Energy Savings Calculation

A sample energy savings calculation using the provided residential energy savings assumptions is shown below. Each grant application should include a similar breakdown of estimated energy savings, by technology, in *Section 29: Annual Energy Savings*. Lengthy calculations can be included as a separate attachment referenced in the application.

Example: A grant applicant proposes to complete three whole home retrofits. All three homes have electric heat pumps. Likely energy measures include air sealing and the installation of 1 low flow showerhead, 2 faucet aerators, and 5 CFLs per home.

For each electric home:

Air sealing – air conditioning savings:	$\Delta\text{kWh/year} = 309$
Air sealing- heat pump (heat only) savings:	$\Delta\text{kWh/year} = 943$
Low flow showerhead in a home with an electric water heater:	$\Delta\text{kWh/year} = 168$
Faucet aerators in a home with an electric domestic water heater:	$\Delta\text{kWh/year} = 29 * 2 \text{ per home}$
Replacement of an incandescent bulb with a CFL:	$\Delta\text{kWh/year} = 30 * 5 \text{ CFLs/home}$

Total anticipated energy savings per home: $(309+943+168+29*2+30*5) = 1,628 \text{ kWh/year}$

Total anticipated energy savings (entire project) $= 5 * 1628 \text{ kWh} = 8,140 \text{ kWh/year}$

Application Submission

Please use the grant application entitled “County-Allocated Competitive EmPOWER Clean Energy Communities FY2016 Low-to-Moderate Income Grant Program Application.” This document can be found on the [Maryland Energy Administration EmPOWER Clean Energy Communities Low-to-Moderate Income Grant Program webpage](#).

Additional supporting documents should be attached as necessary.

Applications must be submitted to the Maryland Energy Administration as outlined below by **Monday, November 30, 2015**.

For applicants applying for grants in multiple counties, a separate application must be submitted for each county-specific grant. Combined applications for multiple counties will not be evaluated.

Instructions for Submitting Applications:

Applications should be submitted via email to the Maryland Energy Administration at **EmPOWERMD.LMI@sra.com**.

All applications should meet the following criteria:

- All files should be saved in PDF format.

- All files should be less than 10 MB in size. Files in excess of 10 MB may not be reliably delivered.
- If you submit your application in parts, please number your email submissions (Part 1 of 3, Part 2 of 3, etc.) so that we can verify that the entire application is received.
- Please be sure to include the name of the County in the email's subject line, followed by your organization's name (for example: "Garrett_Bright Start Foundation"). If you are sending documents in a series of emails, number the emails at the end of each subject line (i.e., "Garrett_Bright Start Foundation 1," etc.).
- Please be sure to not include any personally identifiable information (PII) in your application.

No applications will be accepted after the deadline.

You should receive an email from MEA's Technical Assistance Team confirming receipt of your application. If you do not receive a confirmation email within an hour of submission, please contact Madeline_Koewler@sra.com to ensure that your application was received.

Grantee Responsibilities

Grant Agreement

Before starting work, each Grantee must first have an executed grant agreement with MEA. Depending on available funding levels and the type of measures proposed, grant applications may not be funded exactly as written in the applicant's original proposal. MEA staff will work with the Grantee to develop a mutually agreeable scope of work that will be incorporated into the grant agreement.

Grant Reporting

Grantees are responsible for submitting the following reporting documents to the Maryland Energy Administration as a condition of the grant award:

- 1) Grant timeline(s)
- 2) Monthly Grant Progress Reports
- 3) Monthly Energy Metrics Worksheet (when applicable)
- 4) Monthly Grant Expenditure Summary Report (when applicable)

Monthly Grant Progress Report

Once the grant agreement has been executed, a Grantee is required to submit a grant progress report each month until all grant funds have been expended. Grant progress reports are due to MEA by the 10th of the month following the month covered (for example, the grant report for March 2016 should be submitted to MEA by April 10, 2016).

Monthly Energy Metrics Worksheet

For any month that a Grantee completes the installation of energy measures, the Grantee is required to complete the monthly energy metrics worksheet. The information submitted on this worksheet will enable MEA to estimate the energy savings associated with each project. MEA recommends that each potential Grantee review the attached Monthly Energy Metrics Worksheet to fully understand the energy reporting requirements of this grant program.

Monthly Grant Expenditure Summary Report

For any month in which a Grantee submits a reimbursement request to MEA, the invoice should be accompanied by the Monthly Grant Expenditure Summary Report. This report will detail how the Grantee calculated the reimbursement request.

Grant Invoicing

All EmPOWER Clean Energy Communities grants will be distributed through a reimbursement process. The Grantee must provide an invoice, as well as invoice supporting documentation (e.g., copies of receipts and invoices), to MEA

in order to receive grant funds. Invoices must be submitted to MEA on Grantee letterhead or using the MEA-generated *Grantee Invoice Template*. The invoice should also list the Grantee's federal tax identification number and MEA grant number. Invoices should accompany the monthly progress report and be submitted by the 10th of the month, with all final invoices submitted no later than November 30, 2016. Once all required invoice and reporting documentation has been received and approved by MEA, Grantees can expect to receive reimbursement for reimbursable costs in approximately 30 days.

Historic Preservation

In order to comply with the State historic preservation requirements, all buildings (including individual homes) to be updated with an EmPOWER Clean Energy Communities low-to-moderate income grant must first be reviewed to ensure that the proposed grant project will not have any "adverse effects" on a historic property. MEA must have documentation from the Maryland Historical Trust, or other qualified historian or historic organization, showing that the proposed project will not adversely affect historic properties in order to fund a project.

Additional information on the historic preservation review process can be found on the [Maryland Historical Trust website](#).

Liability Insurance

Comprehensive third-party liability insurance, or its equivalent, will be required to be maintained for all work funded by Program grant funds. MEA must be named as an additional insured. The insurance provided should include, but not be limited to, insurance protecting MEA from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. All insurance certificates must be maintained in Grantee's files and be made available upon request by MEA.

Licensing

Grantees must ensure that contractors working on projects funded under this program comply with all necessary state and local licensing requirements, including Maryland Home Improvement Commission (MHIC) licensing, as appropriate.

Procurement

To ensure that grant funds are properly used, MEA requests that each potential Grantee provide a brief summary of the organization's procurement policy and/or practices in *Section 38: Procurement Policy and/or Practices* of the grant application.

Additional Funds

If your organization has the capacity to deploy additional grant funding that may become available, please so indicate in Section 39 of the grant application. Please note that any additional funding must be used on projects that are consistent with your original grant application.

Grant Conditions

As a condition of the grant award, all grant recipients must agree to not discriminate in any manner against an employee or grant beneficiary because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or disability of a qualified individual with a disability.

Questions

Grant program questions should be directed to MEA Program Managers Rory Spangler (rory.spangler@maryland.gov or 410-260-2614) or Dean Fisher (dean.fisher@maryland.gov or 410-260-2630).